

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

March 7, 2006

**Aldermen Gatsas, Shea,
Garrity, Pinard, Duval**

5:00 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Quality Council, requesting a revision to the current Bright Ideas Program Policy.
Gentlemen, what is your pleasure?
4. Communication from Virginia Lamberton, Human Resources Director, on behalf of Denise M. van Zanten, Interim Director of the Library, requesting the reclassification downward of the Administrative Services Manager, salary grade 16, to an Administrative Assistant III, salary grade 14.
Gentlemen, what is your pleasure?
5. Communication from Virginia Lamberton, Human Resources Director, on behalf of Kevin Dillon, Airport Director, requesting the reclassification and new class specification of Canine Handler Supervisor, salary grade 17.
Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

6. Communication from Joan Porter, Tax Collector, relating to part-time employees.
(Originally tabled 12/07/2004. Retabled 01/04/2005 pending a report on the fiscal impact from Human Resources.)

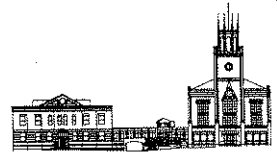
7. Communication from Virginia Lamberton, Human Resources Director, on behalf of Fred Rusczek, Public Health Director, requesting reorganization of the management structure of the Health Department, the reclassification of two positions and the establishment of one full-time position and one part-time position.
(Tabled 02/06/2006. Additional communications from the Human Resources Director and Mayor Guinta enclosed.)
8. Communication from Virginia Lamberton, Human Resources Director, requesting the establishment of a new class specification Painter, salary grade 13, and the establishment of two painter positions.
(Originally tabled 11/15/2005.)
9. If there is no further business, a motion is in order to adjourn.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



February 16, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Bright Ideas Program Policy

Dear Alderman Gatsas and Members of the Committee:

On behalf of the Quality Council, I am requesting a revision to the current Bright Ideas Program Policy. In April, 2003, the Board of Mayor and Aldermen adopted the Bright Ideas Program. This program has two components. The first component is for employees to make suggestions that will improve one or all of the following: Economy, efficiency, effectiveness or safety of City operations. The second component is for extraordinary service.

Since the adoption of the policy, there have been seven suggestions. Unfortunately, none of the suggestions were given an award for varying reasons. Two Airport employees did get an award for extraordinary service in January of 2004. Due to the very low number of suggestions and the fact that no one has received an award, the Quality Council decided to re-look at the current policy. For over a year, the Quality Council has discussed better ways to encourage employees to make suggestions. One of the problems that was identified by the Council was that the current policy will not allow an employee to get an award if the suggestion has anything to do with the employee's current duties and responsibilities. The Council worked very hard to come up with new language that would allow an employee to get an award if the suggestion had to do with his/her position/department, but under strict circumstances.

A second problem that was identified, was that the awards themselves, were quite low in value. The smallest award was \$33 and the largest award could be up to \$4,000 if the suggestion impacted on all four criteria and affected the whole City. The Committee feels that the amount of the awards should be increased. If you will turn to page 3 of the Bright Ideas Program Policy, you will see a revised table for awards. On page 4, you will see a revised table for Extraordinary Service Awards as well.

The third change in the policy is to shorten the number of places that a suggestion is sent to as well as sending a copy to the Mayor. This revision can be found in the Procedures, Terms and Conditions document as well as in the flow chart that is attached to that document. It was felt by the Council that supervisors probably wouldn't have the authority to determine whether or not an idea was acceptable. As such, it was felt that the Department Head should receive all suggestions

February 16, 2006

and he/she could then determine who was the best person in his/her department to evaluate the suggestion.

When it is determined that an award should be given, the Committee felt that the funds for the award should come from contingency funds for general funded departments and from departmental budgets when the award was being given to an employee from an Enterprise funded department.

Representatives of the Quality Council will be available at the next Human Resource and Insurance Committee to discuss their proposals as well as to answer any questions that you may have.

Thank you for giving the Quality Council the opportunity to propose revisions to the Bright Ideas Program.

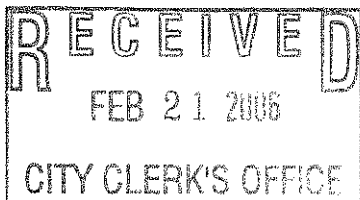
Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Human Resource and Insurance Committee
Quality Council





Bright Ideas! Program Policy Employee Suggestion and Recognition

3

PURPOSE:

The purpose of this program is to reduce the cost of city government, reward active employees who assist in this reduction, and to recognize active employees for extraordinary services or performance in the interest of the city.

A formal evaluation process shall be established, with an evaluation committee to conduct and oversee the process and to make appropriate awards in recognition of outstanding contributions to city government. The program shall recognize suggestions that enhance the economy, efficiency or safety of city operations, or the performance of extraordinary services to the city.

EVALUATION COMMITTEE:

The Evaluation Committee shall consist of five members:

- The Human Resources Director;
- One non-affiliated employee appointed by the Mayor
- One affiliated employee appointed by the Mayor
- The Chairperson of the Quality Council or his/her designee
- One person who is not an employee or an elected official who shall be chosen by the other members of the Evaluation Committee

SUGGESTION AWARD:

A suggestion award may be granted when one or more employees submit in writing a proposal that directly contributes to improved economy, efficiency, effectiveness or safety of city operations. Suggestions that are under investigation by management or those previously suggested shall also not be eligible. If one or more suggestions for the same or similar proposal are submitted on the same day, the suggestions shall be combined and if accepted, the award shall be shared equally.

EXTRAORDINARY SERVICE AWARD:

An extraordinary service award may be granted to an employee for a onetime special act or when his or her work performance far exceeds the normal expectations of the position. Any proposals regarding a onetime special act shall be submitted to the evaluation committee for consideration of an award.



City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101



Bright Ideas! Program Policy page 2

PERFORMANCE BONUS

An employee may be given a performance bonus or a certificate of extraordinary performance. A performance bonus may be used to reward an employee's special efforts and high performance on projects or special assignments. A Department Head may recommend a cash bonus or certificate to recognize high performance which results in significant and documented cost reductions, savings or income to the City. It may be used to recognize unexpected, self-starting, extraordinary individual accomplishments in support of organizational performance effectiveness occurring out the boundaries of the expected performance of the employee's normal duties. The Department Head shall follow the same procedures that are outlined for granting all other awards by submitting his/her recommendation in writing to the Evaluation Committee.

DEPARTMENT REVIEW PANEL

To facilitate the conduct of the program, and to provide for the most knowledgeable consideration and review process, each department head may establish a Department Review Panel, consisting of not less than three (3) employees of the department. Such panels shall consist of at least one non-management employee. Department heads shall establish term limits and appointment and replacement procedures. The function of the panel shall be to assist the department head in the review of employee suggestions, when they are forwarded with the supervisor's recommendation.

In the absence of such a committee, it shall be the responsibility of the department head to review the suggestion and forward his or her recommendation to the Evaluation Committee. In either case, the department head shall forward his or her recommendation to the Evaluation Committee within 30 days of receipt of the suggestion. If more time is needed to review the suggestion, the department head shall provide written notice to the employee, with a copy to Human Resources and the Mayor. Included in the letter shall be a date that the Department Head intends to submit his/her letter.



City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101

3



Bright Ideas! Program Policy page 4

EXTRAORDINARY SERVICE

Criteria for awards of extraordinary services in the interest of the City shall be limited to those actions clearly beyond the normal duties and responsibilities of the City employee.

Extraordinary service may be related to the employee's primary duties, but the service shall far exceed that which could be expected of the employee involving (1) a sense of prevailing urgency or emergency, (2) personal risk to the employee's own safety and health, and (3) extraordinary competence or proficiency involving abilities demonstrated above and beyond those normally expected. The scale of awards for extraordinary service shall be according to the following chart in which the maximum cumulative award shall be \$1,000.

	EXTRAORDINARY SERVICE FACTORS	SCALE	OF 67%	AWARD 100%	AMOUNT OF AWARD
1.	SENSE OF URGENCY OR EMERGENCY PREVAILING	\$500			\$500
2.	PERSONAL RISKS INVOLVED	\$500	\$500		\$1,000
3.	ABILITIES DEMONSTRATED ABOVE AND BEYOND THOSE NORMALLY EXPECTED	\$500	\$500	\$500	\$1,500

FUNDING FOR AWARDS

When the Evaluation Committee determines that an award is warranted, the Committee shall forward their recommendation to the Board of Mayor and Aldermen. The Board of Mayor and Aldermen shall vote to either approve the award or deny the award. Upon approval of the Board, the employee shall receive his/her award at a regularly scheduled meeting of the Board of Mayor and Aldermen. Funding for all awards shall be taken from contingency funds unless the employee(s) making the suggestion or receiving the award works for a department that is funded by Enterprise Funds. In that instance, the award shall be paid by the applicable Enterprise Funded department.

BRIGHT IDEAS PROGRAM

PROCEDURES, TERMS AND CONDITIONS

Purpose:

The purpose of this program is to reduce the cost of city government, reward employees who assist in this reduction and to recognize employees for extraordinary services in the interest of the city.

Instructions:

1. Please type or print legibly the following information:
 - a. The way it is now: Identify and explain the present method, process and/or condition.
 - b. I (we) suggest that: Describe your idea for improvement and how it could be implemented. Attach additional information, sketches, charts or pictures to help explain and support your idea.
 - c. Advantages/benefits: Describe how your idea will save money or improve the quality of city services.
2. A. If your suggestion relates to your department:
 - (1) Submit your form and back-up information to your Department Head.
 - (2) Your Department Head will sign that he/she received your proposal and he/she will give you back three signed copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.

B. If your suggestion is for another department:

 - (1) Submit your form and back-up information directly to that Department Head.
 - (2) The Department Head will sign that he/she has received your proposal and he/she will give you back three copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.
3. Department Head Review:
 - A. The Department Head will review your suggestion and determine whether or not your idea is an original suggestion, not something that the department has

Bright Ideas! Program



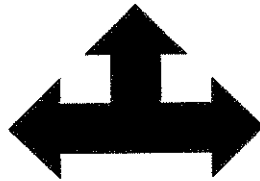
1. Employee submits Form to Department Head



If suggestion is for another dept. employee submits directly to that dept: gets signed copies from dept staff

2. Department Head signs and makes 3 copies:

Human Resources/Mayor



Employee

Within Ten (10) Days

3. Department head reviews and forwards his/her recommendation to Evaluation Committee



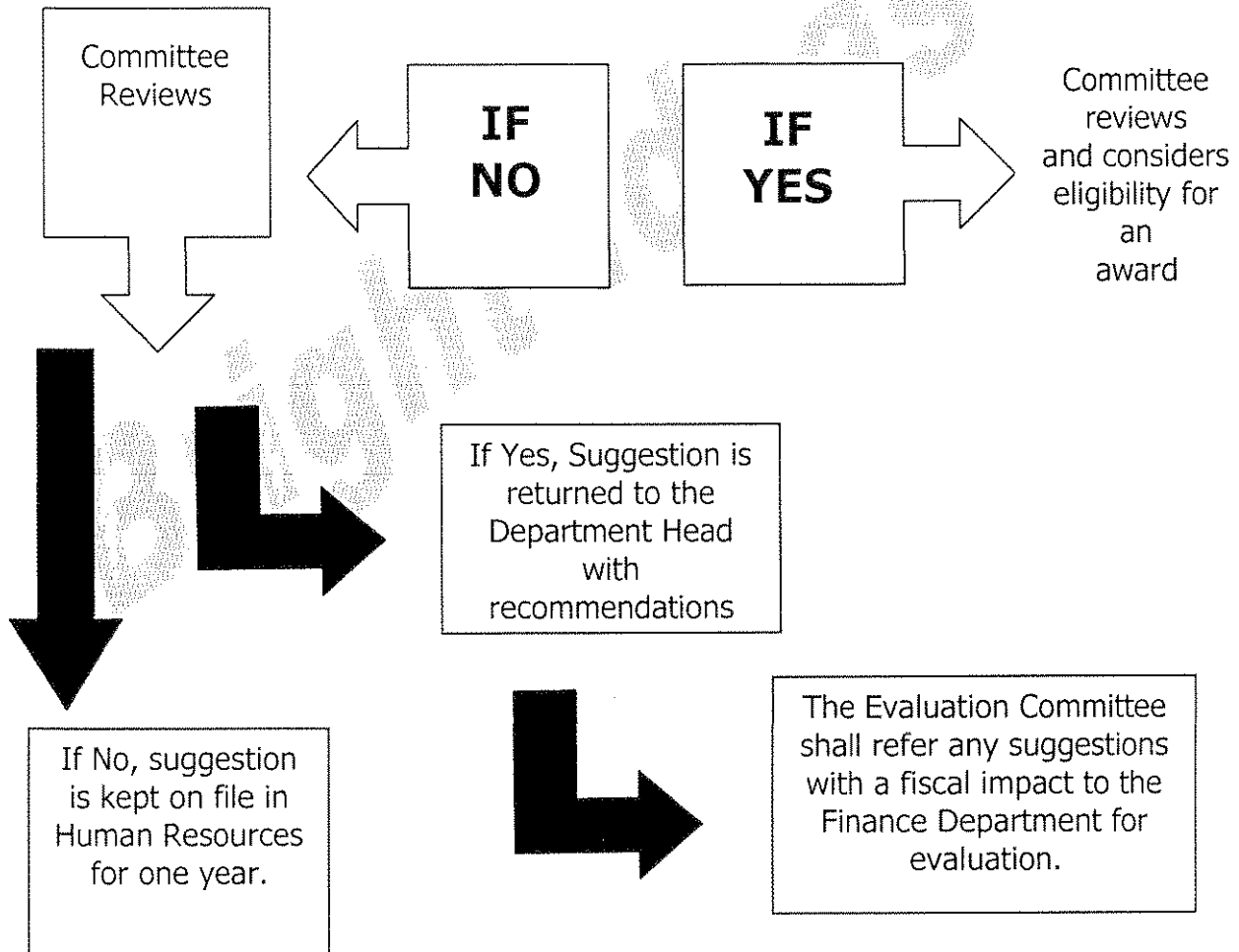
Within Thirty (30) Days

Bright Ideas! Program

page 2



4. Evaluation Committee reviews Department Head Recommendation



5. Evaluation Committee notifies employee in writing of final recommendation.

Bright Ideas! Application



3

The way it is now:



I (we) suggest that: (attach additional sheets if necessary)

Advantages/benefits:

I (we) believe my (our) idea will:

☐ improve economy

☐ improve efficiency

☐ improve effectiveness and productivity

☐ improve safety

Name: _____ Date: _____

Dept.: _____ Phone: _____

Signature: _____

Your signature indicates agreement with the terms and conditions listed on the reverse side of this form.
Attach additional names if necessary

3

Bright Ideas! Application



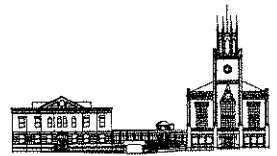
Department Head Review:		
Name: _____		Date: _____
Signature: _____		
Determination: <input type="checkbox"/> Adopt <input type="checkbox"/> Not Adopt		Comments attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Evaluation Committee:		
Review and Recommendation: (only when departments do not adopt)		
<input type="checkbox"/> Adopt <input type="checkbox"/> Not Adopt		
Committee Representative:	Award Amount:	Date Awarded:



CITY OF MANCHESTER

Human Resources Department

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www.ManchesterNH.gov



February 21, 2006

Alderman Ted Gatsas, Chairman
Human Recourse and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

On behalf of Denise M. van Zanten, Interim Director of the Library, I am requesting the reclassification downward of the Administrative Services Manager, salary grade 16, to an Administrative Assistant III, salary grade 14.

For the past several months, Ms. van Zanten and I have discussed whether or not the Administrative Service Manager classification is appropriate for the Library. After reviewing the needs of the Library, it is our conclusion that the position would best meet the needs of the Library if it were to be reclassified to an Administrative Assistant III.

As you will note from Ms. van Zanten's letter, this proposal has been discussed with the Library staff as well as the Administrative staff. It has been their observation that the position has essentially functioned as an Administrative Assistant over the years. Therefore, it would be in the best interest of all concerned to have the appropriate classification for this position. This would ensure that the next incumbent would clearly understand the duties and responsibilities of the position.

The position is currently vacant. The estimated savings by reclassifying this position downward would be \$7,432.91. However, one needs to keep in mind that if an individual is promoted from within, those savings might be less. It is impossible to be precise until such time as an incumbent is selected. However, there will be a savings regardless of whether or not the position is filled from within.

4
Alderman Ted Gatsas

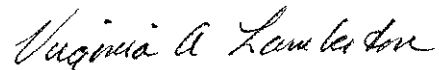
- 2 -

February 21, 2006

I am attaching copies of the current class specification as well as the proposed class specification for your review and information. Also attached is Ms. van Zanten's letter requesting the reclassification.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

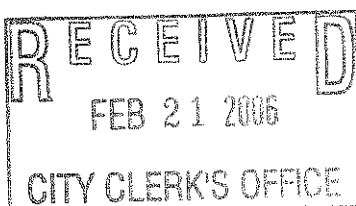


Virginia A. Lamberton
Human Resources Director

Attachments

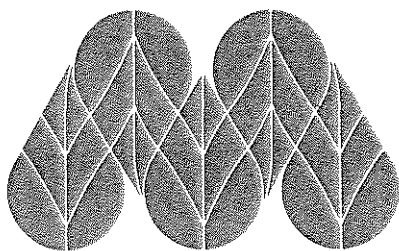
Cc: HRIC

Denis van Zanten, Interim Director



RECEIVED 4

FEB 15 2006



**City of Manchester
City Library**

Carpenter Memorial Building
405 Pine Street
Manchester, New Hampshire 03104-6199
(603) 624-6550

Ms. Virginia Lamberton
Head of Human Resources
City of Manchester
City Hall Plaza
Manchester, New Hampshire 03101
February 14, 2006

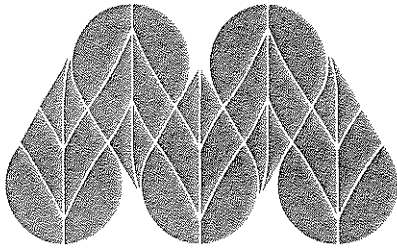
Dear Ms. Lamberton,

Over the past two months as the Library's Interim Director I have had the opportunity to observe and evaluate the workflow and job duties of the library office staff. Currently there are three support positions that work directly with the Library Director, an Administrative Services Manager, an Accounting Technician and an Office Assistant. Our Administrative Services Manager position has been vacant since October. With the recent situation at the Library the review of this position was unfortunately delayed. At this time it would be my recommendation that the Administrative Service Manager (Grade 16- 6NO) position in the library office be reclassified to an Administrative Assistant III (Grade 14- 6LO).

My request for reclassification of this position is based on the following:

- The job classification for an Administrative Services Manager has many overlapping duties with that of the Library Deputy Director and other Division Heads within the library department. Historically it has been the Library's Director, Deputy Director and Division Heads who have completed budget preparation and overseen the fiscal expenditures and encumbrances for the department. Also, the Accounting Technician handles many of the Library's daily financial duties that are listed in the job specifications.
- After careful discussion with the remaining library office staff and library administration it became quite clear that the Administrative Services Manager position in the library has functioned mainly as an Administrative Assistant to the Library Director. Thus it would be more efficient and economical to have this position reclassified as an Administrative Assistant III which is more in keeping with the general duties of providing "confidential administrative support to a Department Head".

4



**City of Manchester
City Library**

Carpenter Memorial Building
405 Pine Street
Manchester, New Hampshire 03104-6199
(603) 624-6550

- Lastly there would be an estimated savings of \$7,432.91 per year in our salary line. This is based on the earnings of the previous Administrative Service Manager versus the starting salary for an Administrative Assistant III.

Based on this information I respectfully request that our proposal for reclassification be reviewed and forwarded on to the appropriate committee. If you should need further information concerning this request please contact me at 624-6550 X329.

Sincerely,

A handwritten signature in black ink, appearing to read "Denise M. van Zanten".

Denise M. van Zanten
Deputy Director/ Interim Director

cc: Joanne Barrett



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Administrative Assistant III
Class Code Number	1070-14

General Statement of Duties

Performs a variety of general office clerical and confidential administrative support duties for a Department Head within a municipal Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide clerical support to a Department Head in addition to customer service to the public. The work is performed under the supervision and direction of the Department Head but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Administrative Assistant II by the performance of confidential secretarial duties for a Department Head. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Performs confidential secretarial duties for a Department Head, including assuming direction or oversight over other Department personnel in distributing directives and monitoring programmatic activities;
- Schedules appointments for the Department Head and maintains appointment schedule;
- Organizes meetings and conferences;

- Prepares correspondences, reports, lists and other documents as instructed and requested by designated office personnel;
- Interprets and applies Departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
- Transcribes or prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, financial and statistical tables, requisitions and other related materials, including confidential correspondences and reports and performs shorthand as required;
- Composes correspondence for designated office personnel as requested;
- Collects information used in budget compilation;
- Prepares special reports as requested;
- Copies, packages and distributes a variety of written materials as requested by other designated office personnel;
- Answers Department telephone calls, receives and greets visitors to the Department and provides information to or refers callers and visitors to other appropriate Departments or City personnel;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested using traditional filing systems or databases as necessary;
- Processes accounts payable, accounts receivable and/or payroll as necessary;
- Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;
- Listens to and directs comments and complaints from the public relating to Department operations and takes appropriate action to resolve and refer such complaints;
- Requisitions supplies and materials for the Department as requested;
- Oversees petty cash account;
- Maintains personnel files and completes necessary paperwork for personnel changes;
- Supervises, trains, evaluates and coordinates the work of other designated office personnel as directed;
- Provides staff support to special commissions and boards as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p>Required Knowledge, Skills and Abilities (at time of appointment)</p>
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4

- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City activities or policies;
- Ability to serve in a confidential work relationship;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memoranda;
- Ability to complete financial processing procedures;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED, preferably supplemented by additional training in office management; and
- Extensive experience in general office operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Administrative Services Manager
Class Code Number	1130-16

General Statement of Duties

Provides administrative support within the area of fiscal administration and related in a City Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional standards are used in the administration of all assigned Departmental functions. The work is performed under the supervision and direction of an assigned administrator and/or Department Head but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in accounting and related support function activities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public. The principal duties of this class are performed in a general office environment.

Traffic Department: Position may require the handling of hazardous wastes.

Examples of Essential Work (illustrative only)

- Administers fiscal management functions within the Department, including overseeing expenditures and revenues, payroll processes, budget development and administration and related;

- Oversees and participates in plans for the procurement of monies from outside funding sources, including community services, grant development and administration and related;
- Coordinates the implementation of new computer systems and related technology in the Department;
- Prepares specialized analytical reports relating to a core function of a Departmental operation for use in policy development and evaluation of existing programs and initiatives;
- Participates in policy development with the Department Head and other Departmental managers as requested;
- Performs special projects as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Thorough knowledge of Generally Accepted Accounting Principles;
- Thorough knowledge of financial office procedures and practices;
- Thorough knowledge of the functions of assigned Department or speciality area within City government;
- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

41

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or a closely related field; and
- Some experience in office management, financial administration and/or human resources operations and related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of material in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various areas of the City.

Approved by: _____

Date: _____

Revision Approved by: _____ BMA

Date: 4/20/04



CITY OF MANCHESTER

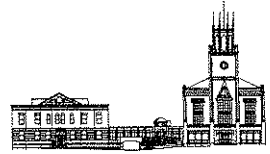
Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

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February 8, 2006



Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification & New Class Specification

Dear Alderman Gatsas and Members of the Committee:

On December 19, 2005, the Board of Mayor and Aldermen approved the establishment of three new positions at the Airport. The positions are titled Canine Handlers. The salary grade for this classification is sixteen (16).

Since that approval, Kevin Dillon, Airport Director, has requested that one of the new positions be reclassified upward in order to have a lead worker. As such, Mr. Dillon is requesting the establishment of a Canine Handler Supervisor class specification. The salary grade for this new classification is recommended to be at a salary grade seventeen (17).

The base salary for a Canine Handler, salary grade sixteen is \$33,895. The base salary for a Canine Handler Supervisor, salary grade seventeen is \$36,268.

I am attaching a copy of the new proposed class specification for a Canine Handler Supervisor for your review and approval.

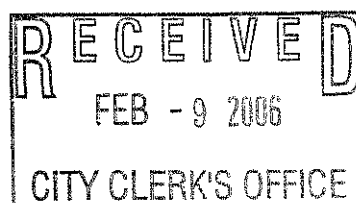
Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resource Director

Attachment

Cc: Kevin Dillon, Director



City of Manchester
New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Canine Handler Supervisor) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Canine Handler Supervisor

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Canine Handler Supervisor, Grade 17, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 9152, Canine Handler Supervisor (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Canine Handler Supervisor
Class Code Number	9152-17

General Statement of Duties

Responsible for supervising Canine Handlers and carries out administrative functions and record keeping in relation to the Canine Program.

Patrols airport facilities in the secure, sterile, and non-secure areas to promptly respond to threats that affect public safety or air carrier operations. Conducts canine training and/or patrols within the view of the public to provide a noticeable deterrent. Performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to **serve as the lead worker for and to participate with Canine Handlers in** conducting emergency and routine security sweeps for the detection or deterrence of explosive threats in the airport environment. The work is performed under the supervision and direction of the Airport Security Manager **but leeway is granted for the exercise of independent judgment and initiative.** Ensures and participates in the coordination and conducts of regular canine training. Performs daily canine care and ensures the health and welfare of the canine in order to optimize team performance. This highly specialized class is a working **supervisory** level civilian canine handler position inspecting airport facilities for the Airport, air carriers, and tenants. This position requires specialty training as provided by the Transportation Security Administration (TSA) in the management of canines dedicated to explosives detection. This position is responsible for the ongoing and continuous training and care of the assigned dog **as well as ensuring care of team dogs.** The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other staff members, government agencies, law enforcement officials, Airport

tenants, other City employees and the public. The principal duties of this class are performed in both an indoor and outdoor work environment, often in extreme weather conditions. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

**Examples of Essential Work
(illustrative only)**

- Supervises and performs a wide variety of tasks involved with the operation of a canine team in an airport setting;
- Monitors activities of the canine program to ensure safety, security and compliance with airport, state and federal regulations;
- Ensures that various reporting, training and response requirements of the program are met;
- Ensures that team members properly store and maintain training materials;
- Ensures that pertinent documentation is prepared and appropriate records are maintained;
- Ensures that proper scheduling is maintained;
- Maintains a presence on a rotating basis in operational areas of the airport during peak and non-peak hours.
- Maintains liaison with Airport Operations, Airport Law Enforcement Unit and Airport Fire Department as well as surrounding Law Enforcement Agencies and Canine Teams.
- Responsible for ongoing canine training as mandated by the TSA to include wide and narrow body aircraft, airline terminal and luggage, freight, warehouse and vehicles.
- Responsible for care and feeding of the canine, including maintaining the kennels in a sanitary condition.
- Maintains necessary training records as defined by the TSA. Operates an Airport Vehicle equipped with a kennel to transport the canine to various work sites and home.
- Uses explosive detection canines to inspect facilities, passengers, baggage, etc. for explosives.
- Enforces Airport security rules and regulations;
- Serves as a member of Airport emergency response team;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Writes reports as required;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

Knowledge of:

- Techniques for dealing with the public and employees, in person, often where relations may be confrontational or strained;
- **Thorough knowledge of leadership and team building principles;**
- Record keeping principles and practices;
- Computer applications related to the work;

Skill in:

- Expressing verbal and physical enthusiasm to motivate the canine;
- Learning and applying information regarding airport procedures, topography, operations and facilities;
- Working without close supervision in both emergency and standard work situations;
- Assessing and prioritizing situations and determining appropriate response;
- Maintaining accurate records of training performed;
- Using initiative and independent judgment within established procedural guidelines;
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities;
- Speaking English effectively to communicate in person, on the radio or over the telephone;
- Accurately perceiving, soundly reasoning and correctly judging situations;
- Taking charge of and directing others in emergencies or other dangerous incidents;
- Writing accurate reports.
- Ability to learn and understand safe handling of explosives used in canine training according to TSA mandates;
- Ability to understand and follow principles and practices of canine handling techniques, motivation, care and feeding;
- Ability to learn and understand applicable laws, codes and regulations including Airport Security requirements;
- Ability to understand and follow safety principles, practices and equipment related to the work;
- Ability to train and handle a canine for the purposes of explosive detection;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Ability to learn and apply Airport security and safety rules and regulations;
- Ability to discern presence of hazards and/or potentially dangerous situations;

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Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- One year of fulltime work experience related to the care, handling and training of working canine used in security/enforcement; or
- Associate's Degree in Criminal Justice or some law enforcement training preferred;
- Experience in an airport or security setting is desirable;
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Must successfully complete the TSA Explosives Detection Handler Course during probation;
- Requires a three-year commitment upon successful completion of the course
- Must possess a valid New Hampshire Driver's License;
- Annual certification by the TSA Explosives Detection Handler program;
- Work extended shifts, which may include weekends and holidays;
- Take calls and be able to respond to the airport within a maximum of 45 minutes;
- On call status

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Capable of meeting all physical requirements specified in TSA guidelines for Explosive Detection Handler program;
- Must be able to stand and walk for extended periods of time; must be able to climb stairs.
- Must be able to care for the canine 24 hours a day, **at work and in home environment**;
- Work inside in noisy environments, and work outside in all weather conditions.
- Work with explosives;
- Exposure to unknown and potentially dangerous situations.

Approved by: _____ Date: _____

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City of Manchester Office of the Tax Collector

City Hall One City Hall Plaza
Manchester, New Hampshire 03101

Joan A. Porter, Tax Collector

Tele: (603) 624-6575

Fax: (603) 628-6162

Web Site: <http://www.manchesternh.gov>

Email: taxcollector@ci.manchester.nh.us

Welcome to the City Of Manchester NH, Where History Invites Opportunity!

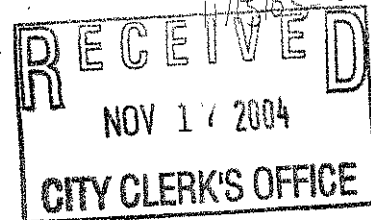
Alderman William P. Shea, Chairman

Human Resources Committee

1 City Hall Plaza

Manchester, NH 03101

November 15, 2004



Dear Alderman Shea,

Please place an item relative to regular part time employees on the next Human Resources agenda for discussion.

At issue is the determination of status as regular part time/seasonal/temporary which determines length of probation, thus affecting the first merit increase and subsequent increases.

The Tax Collector's Office has employed two part time employees as a replacement for one full time position for close to twenty years. At one time they were called permanent part time and that was changed to regular part time. These employees work 20 hours per week year round (no break in service), earn vacation and sick leave, are entitled to bereavement leave, tuition reimbursement (pro-rated) and paid holidays and are automatically enrolled into our Contributory Retirement System and are permitted to join the Sick Bank. It is mandatory that they attend Orientation and are given a Handbook detailing benefits. The handbook states that: "The first six months of your employment with the City are considered a probationary period." (Page 3-2). It also states that: "Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade." (Page 3-3 attached).

The Human Resources Department believes that these part time employees are seasonal/temporary. Since seasonal/temporary employees are hired for a specific "season" (such as lifeguards in summer and ski lift operators in winter) or "purpose" (such as those hired for elections), they are generally hired knowing that their employment is for a short, specific term. Furthermore, temporary employees are not members of the Retirement System or Sick Bank, are not required to attend Orientation nor are they entitled to the benefits afforded a regular part time employee. The ordinance referencing seasonal/temporary employees (33.063 attached) was changed in August 2002 to reflect changes in step increases. There is an ordinance (33.062 attached) referencing part time employees but it was not changed, nor does it reference step increases.

One of our part time employees was hired in July and is due an increase at the end of her probation in January. This amounts to .40 per hour which is \$8.00 per week as a regular part time employee. I am requesting that the Committee reaffirm her status as a regular part time employee thus allowing her an increase upon completion of her probationary period which is 6 months according to our Employee Handbook (page 3-2 attached).

Thank you for your thoughtful consideration of this matter.

Sincerely,

Joan A. Porter
Tax Collector

10/1/05 - 10/1/05 -
pending legal opinion
from Solicitor
11/25/05 - Remained
tabled
3/15/05 - "
5/3/05 - "
7/18/05 - "
9/16/05 - "
11/15/05 - "

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You may participate in the **Dependent Care Reimbursement Plan** (allows you to set aside money deducted pre-tax from your paycheck into an account to reimburse you for eligible dependent day care expenses); the **Premium Offset Plan** (allows you to pay for your share of medical insurance premiums on a pre-tax basis); and/or the **Health Care Reimbursement Plan** (allows you to set aside funds to pay for medical and dental expenses before salary taxes). For more information on these plans, contact the Human Resources Department at 624-6543 (Voice/TTY).

COMPENSATION PROGRAM

The City recognizes the need to provide a compensation program that is competitive in the marketplace, internally consistent and recognizes our employees' efforts and achievements.

We have established a classification plan with assigned pay grades for every position. Positions are evaluated based on the knowledge, skills and abilities required for the job (see performance summary section). You have an opportunity to advance within your pay grade as your career with the City progresses.

PROBATIONARY EMPLOYEES

The first six months of your employment with the City are considered a probationary period. During this time, you are eligible for paid holidays. Upon successful completion of your probation, your employee status will change as is appropriate to your position. Although you accrue sick

6

leave and vacation hours during this six-month period, ***you are not eligible to use these hours toward vacation or sick leave.***

Police and Fire Department employees have a probationary period of one year, but are eligible to use vacation and sick leave after six months, as defined by their respective Collective Bargaining Agreements.

NON-PROBATIONARY EMPLOYEES

Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade. Advances are based on your job performance and length of service – they are described below. Salary advances require the recommendation of your department head and the approval of the Human Resources Director or the Human Resources and Insurance Committee, except as otherwise provided for in Collective Bargaining Agreements.

EMPLOYEE DEVELOPMENT PLAN

The City is committed to providing opportunities for professional growth and development. To that end, you and your supervisor will meet to complete your annual Employee Development Plan (EDP). This plan will help you to identify your strengths and areas of expertise as well as those areas that may need further development. You will set professional goals and objectives for the coming year, and you will identify the action steps you will need to take in order to achieve your goals. You and your supervisor will meet periodically during the course of the

TUITION REIMBURSEMENT

This benefit is available to all regular, full-time and regular, part-time (on a pro-rated basis) employees, on a first-come, first-served basis. All employees who have completed six (6) months of continuous employment are eligible. Employees may apply for reimbursement on a yearly basis. For information on current rates, refer to your Collective Bargaining Agreement or contact the Human Resources Department at 624-6543 (Voice/TTY).

RETIREMENT

Eligible City classified employees are enrolled in the Manchester Employee Contributory Retirement System Defined Benefit Plan. Contributions are established by referendum: the current rate is 3.75% annually. Employees are vested after five (5) years of service. For more information consult the City of Manchester Employee Contributory Retirement System at 624-6506. (TTY access through RelayNH at 711).

Eligible uniformed Police and Fire employees are enrolled in the State of New Hampshire Retirement System. Contributions vary on an annual basis. For more information, consult the appropriate Collective Bargaining Agreement or the State Retirement Office at 271-3351 (TTY access through RelayNH at 711).

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Manchester, NH Code of Ordinances

anniversary date just as if the employee had been working in the current position.

(E) *Rate of pay on promotion.* In any case where an employee is promoted to a class with a higher pay grade, the employee's pay shall be increased to at least the minimum rate for the higher class, but such increase shall be no less than 10% of the employee's current pay. In the case of overlapping pay grade ranges, the promoted employee shall be increased to the step immediately above the employee's current pay, but such increase shall be no less than 10% of the employee's current pay. If the employee refuses the promotion, the Human Resources Director may approve an additional pay step increase. If the employee still refuses the promotion, the Human Resources and Insurance Committee may approve two additional pay step increases. If the employee still refuses the promotion, the Mayor may approve additional step increases as provided in § 33.046 above. Advancement to the maximum rates subsequent to promotion will be on the same basis as described in § 33.048 of this subchapter. Effective dates for promotions shall be the first work day following approval of the promotions.

(F) *Rate of pay in cases of voluntary transfer to a lower pay grade.* When an employee takes a position at a lower salary grade, the employee shall be demoted to the lower grade based upon his/her years of service. However, if the years of service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the demotion, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the demotion.

(G) When an employee's position is reclassified to a higher salary grade, the employee shall be placed in the new grade at a step that would provide an increase equaling at least one annual merit step increase in the former salary grade. If an employee's position is reclassified to a lower salary grade, the employee shall be placed at a step in the lower grade based upon his/her years of full time employment. However, if the years of full service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the reclassification, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the reclassification.

('71 Code, § 18-36) (Ord. passed 6-14-67; Am. Ord. passed 4-19-88; Am. Ord. passed 11-4-98; Am. Ord. passed 9-4-01; Am. Ord. passed 11-7-01; Am. Ord. passed 8-6-02; Am. Ord. passed 2-18-03; Am. Ord. passed 3-18-03)

§ 33.047 PROBATIONARY PERIOD.

After initial appointment or promotion to a position covered by §§ 33.020 through 33.082 of this chapter, the first six months of service in the position to which appointed or promoted shall be considered the period of probation, except uniformed Fire Department personnel and entrance level police personnel whose probation periods shall be for 12 months; provided however, that such fire and police personnel shall be eligible for pay advancement after six months employment, upon the recommendation of the department head. In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation. During the period of extended probation, the employee shall not be eligible for a step increase until such time as the employee has satisfactorily completed the extended probationary period. At the completion of the probationary period, the employee shall be eligible for a one step increase. In the event the employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be

Manchester, NH Code of Ordinances

while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

2 different categories
§ 33.062 PART-TIME EMPLOYEES.

(A) Any employee occupying a position designated as FLSA exempt who is regularly employed on a continuing work schedule of less than 40 hours per week shall be compensated by multiplying the base pay rate by the number of regular hours worked per week.

(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

§ 33.063 TEMPORARY AND SEASONAL EMPLOYEES.

Any temporary or seasonal employees occupying classified positions shall be employed initially at the salary grade for his/her classification. Upon recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to

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	Seasonal/Temporary	Regular Part Time
Health Insurance	No	No
Contributory Retirement	No	Yes
Orientation	No	Yes
Vacation	No	Yes
Sick Leave	No	Yes
Tuition Reimbursement	No	Yes
Sick Bank	No	Yes
Bereavement Leave	No	Yes
Paid Holidays	No	Yes
Probation	No	Yes



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



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November 26, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
City Hall Plaza
Manchester, New Hampshire 03101

Re: Response to Joan Porter's Letter Regarding Part Time Employees

Dear Alderman Shea and Members of the Committee:

On November 15, 2004, Joan Porter, Tax Collector, wrote you a letter regarding a part time employee who works in the Tax Collector's Office. Mrs. Porter states that this office is defining part time employees as seasonal or temporary employees for the purpose of receiving a step increase. This stems from the fact that a part time employee was hired in July. It is Mrs. Porter's opinion that the part time employee is serving a probationary period and at the conclusion of the probationary period, she will be entitled to a step increase as is authorized for full time employees in Ordinance 33.047. This office is denying the step increase due to the fact that Ordinance 33.062 (B) requires part time employees to work 2080 hours to receive a step increase as is authorized in Ordinance 33.063 by reference from Ordinance 33.062 (B). The 2080 hours is equivalent to what is required of a full time employee to receive a step increase.

Mrs. Porter cites several references to support her position. Although well intended, these references are not for part time employees. For example, the Ordinances are written for regular full time employees. Exceptions to those for part time, seasonal or temporary employees are stated in certain Ordinances. For example: Ordinance 33.062, Part Time Employees, Ordinance 33.075, Holidays, Ordinance 33.077 Bereavement Leave, Ordinance 33.079 Vacations, and Ordinance 33.081 Sick Leave. Therefore, part time employees are not entitled to be included in Ordinances that affect full time employees unless specifically stated.

The Employee Handbook is written in the same fashion. The Handbook that Mrs. Porter has copied for your information was revised over a year ago to reflect the Ordinances. The language is written for full time employees as the majority of the Ordinances dictate.

Although there are a couple of instances where an Ordinance states "permanent" part time or regular part time employee, by law, only full time permanent employees are considered regular. Those ordinances should be revised to ensure clarity of the status of a part time employee. Further, part time employees do not serve a probationary period. They are part time and paid by


6

the hour. They do not have any recourse if they are terminated from employment as do the regular or permanent employees.

In conclusion, the requirement for part time employees to work the equivalent number of hours as full time employees are required to work in order to receive a step increase, was proposed to ensure that all employees be treated equally for step increases. This has been enforced since the Ordinance was revised to include a part time employee in Human Resources.

I hope this clarifies the situation. If there are any other questions, I would be pleased to answer them.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachment

rate of pay in accordance with this section if the assignment is for one full work day or longer.

(B) When a department head position is vacant, the Mayor, or Board as appropriate, may appoint an individual as the acting department head. Such employee shall be compensated at the entrance rate of the salary grade for the vacant department head position or one rate step above his/her present rate, whichever is higher while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

§ 33.062 PART-TIME EMPLOYEES.

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(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

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work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to ensure that employees will actually receive the supplemental pay benefit provided above.

(2) Pending determination of compensation eligibility, the employee may receive sick leave benefits. On a determination of eligibility for compensation benefits, sick leave credit shall be restored.

(3) To the extent authorized by law, the city, during the period the employee is receiving

6

From: Paula LeBlond-Kang
To: Arnold, Thomas
Subject: 12/07/2004 HR Meeting

A reminder that at the December 7th meeting of the Committee on Human Resources/Insurance, a request was made of the City Solicitor for an opinion as to whether or not the ordinance relating to part-time employees is applicable. We have since received a communication from the HR Director which I will forward to your attention.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



December 21, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Current Part Time Employees

Dear Alderman Shea and Committee Members:

At our last Human Resources and Insurance Committee meeting, we discussed Ordinances that establish the number hours that are required for a part time employee to receive a step increase.

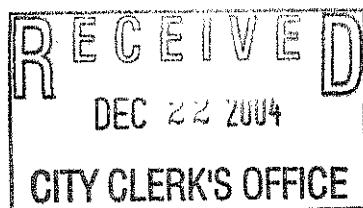
Several members of the Committee requested a listing of the current part time employees. Therefore, I am providing you with the list as of today.

I will be happy to explain the document to you at our next meeting.

Very truly yours,

Virginia A. Lamberton
Human Resources Director

Attachment



Part Time Employees by Dept. W/ scheduled hrs.

Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
2	ASSESSOR'S OFFICE	DOYON	IRENE	P	NS	8.000
4	CITY CLERK - SECURITY GUARDS	GONZALEZ	LUIS ANGEL	P	NS	0.000
		GATCOMB	SEAN	P	NS	0.000
		KLEY	ROBERT	P	NS	0.000
		DEVLIN	BONNIE	P	NS	0.000
19	HUMAN RESOURCES DEPARTMENT	FIGG	SUSAN	P	W1	8.000
22	TAX COLLECTOR	TRACY	MARGARET	P	P3	8.000
25	AVIATION - RUNWAY/AIRFIELD MAINTENANCE	SLIVER	JASON	P	NS	8.000
		GREEN	RAYMOND	P	NS	8.000
		WILLIS	DAVID	P	NS	8.000
		WEBSTER	RAYMOND	P	NS	8.000
		DUVAL	DAVID	P	NS	8.000
		DESROCHER	CHARLES	P	NS	8.000
		COOK	JOHN	P	NS	8.000
		RODONIS	RICHARD	P	NS	8.000
29	WATER - DIST BACKFLOW	MYERS	CLAUDETTE	P	P8	6.000
	WATER - FINANCIAL ACCOUNTING	JONES	DORIS	P	WT	8.000
		D'ADDIO	PATRICIA	P	NS	8.000
	WATER - TREAMENT LABOR	STRANGMAN	KATHLEEN	P	NS	0.000
		EBERT	HARRIET	P	NS	0.200
		TOLSON	JOSEPHINE	P	NS	0.000
		METCALF	BARBARA	P	NS	0.000
	WATER - WATERSHED PATROL	FOSS	FRED	P	WT	8.000
33	POLICE-DETECTIVES	SCHANCK	SUZANNE	P	PT	8.000
	POLICE-TRAFFIC CONTROL	GAZDA	WALTER	P	CG	2.000
		O'NEILL	LAURA	P	CG	2.000
		CARIGNAN	PIERRETTE	P	CG	2.000
		PRITCHARD	MARGARET	P	CG	0.200
		WALSH	SCOTT	P	CG	0.200
		DAY	ARLINE	P	CG	2.000
		YOUNG	RUTH	P	CG	0.200
		PLOURDE	JEFFREY	P	CG	2.000
		PLOURDE	DIANE	P	CG	0.200
		VALLEE	LUCETTE	P	CG	2.000
		BRUNELLE	NICOLE	P	CG	2.000
		CASE	JANET	P	CG	0.200
		WATSON	LISA	P	CG	0.200
		KROCHMAL	JOHN	P	CG	2.000
		LAVALLEE	GERARD	P	CG	2.000
		BRUNELLE	RITA	P	CG	2.000
		TRISCIANI	JOSEPH	P	CG	2.000
		DESHAIES	ROBERT	P	CG	2.000
		CUSHING	CLARENCE	P	CG	2.000
		BLACK	OSBORNE	P	CG	2.000
		BROWN	GERALD	P	CG	0.200
		TURULA	AMY	P	CG	0.200
		WRIGHT	SHEILA	P	CG	0.200
		BOUDREAU	RUTH	P	CG	2.000
		CROTTY	EDWARD	P	CG	0.200
		BOURGEOIS	ROBERT	P	CG	2.000
		LOPEZ	GLORIA	P	CG	2.000
		BOURGEOIS	MICHAEL	P	CG	0.200
		COTE	RICHARD	P	CG	0.200
		MCGEE	MEGHAN	P	CG	2.000
		DUNN	DONNA REE	P	CG	0.200

6

Date: 12/21/04

Part Time Employees by Dept. W/ scheduled hrs.

Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
33...	POLICE-TRAFFIC CONTROL...	PAPP	RICHARD	P	CG	0.200
		RIVERA	HOPE	P	CG	0.200
		DARGIE	REBECCA	P	CG	0.200
		BARTLETT	KAREN	P	CG	0.200
		BRUNELLE	JOSEPH	P	CG	2.000
		WILDER	VIRGINIA	P	C2	2.000
		READE	KERRY	P	CG	0.200
		COOPER	CHESTER	P	CG	2.000
		HOPPS	CAROLINE	P	C6	2.000
		RIVARD	LEE	P	CG	2.000
		O'NEIL	MAUREEN	P	P3	8.000
		JOUBERT	ELIZABETH	P	CG	2.000
		CURRAN	ROBERT	P	CG	0.200
		MCINERNEY	SUSAN	P	CG	0.200
		MORRIS	KENDRA	P	CG	0.200
		MATSON	KATHLEEN	P	CG	0.200
	POLICE-UNIFORMED POLICE OFFICERS	TREMBLAY	GUY	P	NS	8.000
		ALEXAKOS	PHILIP	P	NS	8.000
		CZARNEC	JEFFREY	P	NS	8.000
		HOLMES	CHARLES	P	NS	8.000
		AINSWORTH	KEVIN	P	NS	8.000
50	HIGHWAY-SOLID WASTE	OVERBY	BRIAN	P	K1	8.000
		BARDELICK, J	JOHN	P	K2	8.000
60	WELFARE	PARSONS	CHARLEEN	P	NS	6.000
65	PARKS - GENERAL RECREATION	CATTERTON	ERIC	P	K4	8.000
		MCQUEENEY	KAITLYN	P	K4	0.000
		HAARLANDE	KATIE	P	K4	0.000
71	LIBRARY - MAIN	MCINTIRE	SAVANNAH	P	U4	5.000
		RUNDQUIST	KIRSTEN	P	40	0.000
		COMPANION	TINA	P	NS	0.000
		GRAVES	AMY	P	Q1	8.000
		TRIMBUR	GAIL	P	U3	5.000
		LAVALLEE	MICHAEL	P	U3	5.000
		WIDGER	NIELS	P	U3	5.000
		BUCKLEY	BERNICE	P	U3	5.000
		KALED	ROSE ALMA	P	U3	3.000
	LIBRARY - WEST SIDE BRANCH LIBRARY	THROENLE	BENJAMIN	P	U3	5.000

6

1/4/05 - 10/10/04
7/18/05 - 12/18/04



City of Manchester Office of the Tax Collector

City Hall One City Hall Plaza
Manchester, New Hampshire 03101

Joan A. Porter, Tax Collector

Tele: (603) 624-6575

Fax: (603) 628-6162

Web Site: <http://www.manchesternh.gov>

Email: taxcollector@ci.manchester.nh.us

Welcome to the City Of Manchester NH, Where History Invites Opportunity!

December 30, 2005

Alderman William P. Shea, Chairman

Human Resources and Insurance Committee

1 City Hall Plaza

Manchester, NH 03101

Dear HRIC Members,

At the last HRIC meeting, we discussed the Ordinance change of 8/7/02 which inadvertently changed the manner in which part-time employees are granted merit increases.

I say "inadvertently" because I have since read the minutes of the meeting during which the Committee approved the ordinance. A copy is attached for your review. The Ordinance in question is: **33.63 Temporary and Seasonal Employees**. Alderman Sysyn asked "what does this revision do" and the response from Ms. Lamberton pertained to the ordinance as it existed in which temporary and seasonal employees would work for the summer for 10 or 12 weeks, leave and come back next year and get a step increase. Ms. Lamberton went on to say that she proposed that they (temp/seasonal) would have to work the equivalent number of hours as a full-time employee to progress in steps. There was no mention of the part-time employees or the impact upon them or of Ordinance 33.62 which is governed by any changes to Ordinance 33.63.

At issue is the intention of the ordinance change. The intention was to correct a practice of granting yearly step increases to employees who were temporary or seasonal. The unintended effect was that regular part-time employees became classified as temp/seasonal for pay purposes. This change was never discussed. The regular part time employees to whom I am referring are employees who do the same exact job as a full time employee, are committed to work year round and receive many benefits that temp/seasonals do not.

This unintended effect has the following impact on part time employees, contrary to the intention of Yarger/Decker which was to have employees compensated equally for doing the same job. Let's assume we hired a part time (20 hours per week) and a full time person on January 1, 2005 at a rate of pay of \$10.00 per hour.

	Jan05	July05	Jan06	Jan07	Jan08	Jan09
FT	\$10.00	10.30	10.60	10.91	11.23	11.56
PT	\$10.00	10.00	10.00	10.30	10.30	10.60

As you can see, after 4 years, the part time employee who is doing the same job is getting almost \$1.00 less per hour (and obviously only being paid for 20 hours while the full time is being paid for 40 hours) but is expected to perform comparable to a full time person (pro-rated). We do track performance levels.

I look forward to further discussion at the HRIC meeting on Tuesday, January 4th. If you have further questions please contact me at 624-6575 x5303.

Respectfully submitted,

Joan A Porter

Joan A Porter
Tax Collector

Enc: Copies of HRICminutes of 7/15/02

PROPOSED REVISION TO
ORDINANCE 33.063
TEMPORARY AND SEASONAL EMPLOYEES

July 8, 2002

CURRENT LANGUAGE

33.63 Temporary and Seasonal Employees.

Any temporary or seasonal employees occupying classified positions shall be employed initially at the hourly rate equivalent to the entrance rate in which employed as established by the temporary and seasonal employee schedule. All temporary or seasonal employees working less than a full work year may annually advance in pay, based upon satisfactory service and upon the recommendation of the department head, to the next higher rate in the grade for the class under salary schedule 1(D) until they reach the maximum step. Such annual advancement within a pay range may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the initial pay step for the class to which he/she is assigned.

PROPOSED LANGUAGE

33.63 Temporary and Seasonal Employees

Any temporary or seasonal employees occupying a classified position shall be employed initially at the minimum step in the salary grade for his/her classification. Upon the recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of twelve (12) months or longer. In such event, the employee shall be reemployed at the minimum step for the classification to which he/she is employed.

Chairman Lopez addressed Item 7 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending a proposed revision to Ordinance 33.063 (Temporary and Seasonal Employees).

Alderman Shea moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review. Alderman Sysyn duly seconded the motion.

Alderman Sysyn asked what does this revision do.

Ms. Lamberton replied actually currently you could have somebody come and work for the summer for say 10 or 12 weeks, leave, come back the next year and get a step increase and that doesn't seem very wise. What I am saying is they would have to work the equivalent number of hours as a full-time employee to progress in steps.

Chairman Lopez called for a vote. There being none opposed, the motion carried.

Chairman Lopez addressed Item 8 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending a remedial revision to Ordinance 33.081 (4) (Sick Leave).

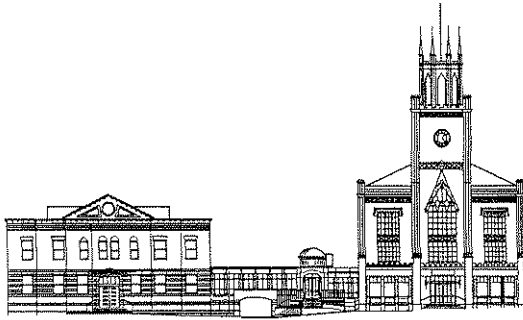
Alderman DeVries moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review. Alderman Sysyn duly seconded the motion for discussion.

Ms. Lamberton stated apparently in 1990 the Board of Mayor and Aldermen passed a proposed language revision that nobody followed up with to correct the ordinance to reflect what is reality and in fact this is exactly what has been going on for the last 10 years but the ordinance doesn't reflect that. Now the ordinance will reflect that and clarify that this is the way it is.

Alderman DeVries asked and this would apply to whom.

Ms. Lamberton answered non-affiliated employees. Affiliated employees have provisions for pay out and so forth. This is a housekeeping measure.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.



Welcome to the City Of Manchester NH, Where History Invites Opportunity!

City of Manchester Office of the Tax Collector

*City Hall One City Hall Plaza
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Joan A. Porter, Tax Collector*

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February 24, 2006

Alderman Ted Gatsas, Chairman
Human Resources and Insurance Committee
City Hall
! City Hall Plaza
Manchester, NH 03101

Dear Alderman Gatsas,

The next regularly scheduled meeting of the Human Resources and Insurance Committee will occur while I am on vacation.

I would appreciate it if you would (once again) leave the issue regarding Part Time employees on the table until I return.

Thank you for your consideration of this matter.

Sincerely,

Joan A. Porter
Tax Collector



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



January 31, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reorganization and Reclassifications, Health Department

Dear Alderman Gatsas and Members of the Committee:

On behalf of Fred Ruscsek, Director, Health Department, I am requesting a minor reorganization of the management structure of the Health Department, the reclassification of two positions, the establishment of one full time position and one part time position. If approved, this request would also include the elimination of the class specification and position of Deputy Public Health Director as well as the elimination of the class specification Public Health Preparedness Administrator.

If approved, this reorganization would eliminate one level of management. As you will note from the current organizational chart, the current structure has three tiers of administrative management. The proposed structure, reduces the reporting levels to two within the administrative areas. The Deputy Director position would be eliminated and the duties that have been assigned to that classification, would be divided and shared by two current administrative positions. Specifically, one Public Health Specialist III, salary grade 21 position, and the Public Health Preparedness Administrator position, salary grade 23, would be reclassified to a new class specification titled Public Health Administrator, salary grade 24. Please see proposed organization chart dated, January 2006. In the absence of the Director, one or the other of these positions would be responsible for management of the Department.

The establishment of one full time Public Health Specialist II, salary grade 19, and one half time Customer Service Representative II, salary grade 12 will be assigned to the Community Epidemiology and Disease Prevention Division and School and Youth Health Divisions respectively. The authorization of the Public Health Specialist position will be to meet pressing public health needs.

This proposed reorganization will not cost the City any additional funds. Rather, the net savings will be \$8,615.

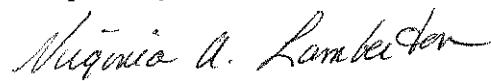
In summary the proposed reorganization would result in the following changes:

- Abolish the Deputy Public Health Director position
- Establish new class specification, Public Health Administrator
- Reclassify Public Health Specialist III to Public Health Administrator
- Reclassify Public Health Preparedness Administrator to Public Health Administrator
- Establish one full time Public Health Specialist II position
- Establish one part time Customer Service Representative II position
- Abolish Public Health Preparedness Administrator class specification

I am attaching a copy of the current organizational chart as well as the proposed organizational chart. Also attached is the proposed Public Health Administrator class specification as well as the financial information for this reorganization.

Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Cc: Fred Rusczek, Director

Attachments



CITY OF MANCHESTER Department of Health

1528 Elm Street
Manchester, NH 03101-2106
Telephone: (603) 624-6466
Administrative FAX: (603) 628-6004
Community Health FAX: (603) 665-6894
School FAX: (603) 624-6584
www.ManchesterNH.gov

BOARD OF HEALTH
Nicholas Skaperdas, D.M.D., Clerk
Jazmin Miranda-Smith, M.Ed.
Carol Bednarowski
Laura Smith Emmick, M.D.
Mary Mongan, R.N.

Frederick A. Rusczyk, M.P.H.
Public Health Director

Richard DiPentima, R.N., M.P.H.
Deputy Public Health Director

January 24, 2006

Virginia Lamberton, Director
Human Resources Department
One City Hall Plaza
Manchester NH 03101

RE: Reorganization of Health Department to Deal with Impending Retirement of Deputy Director

Dear Ms. Lamberton:

With the impending retirement of Richard DiPentima, the Health Department seeks to reorganize its staff in order to meet current work needs.

At no time in memory has the need for knowledgeable and skilled public health workers been so important to the protection of the public. Mr. DiPentima had a broad array of public health knowledge and skills that was developed over a career in public health. We are fortunate to have several professionally prepared staff who can provide quality public health services to the community for many years to come. With our proposed reorganization, we plan to redistribute the deputy director's duties to senior managers and to raise staff salaries commensurate with new duties. This will free up the resources needed to hire a public health specialist and a part time clerk which are necessary for our operations, while expanding the expert knowledge of existing staff.

There are three intended outcomes of this reorganization:

1. The financial resources of the Deputy Director position will be utilized to meet pressing public health needs, through the creation of a lower pay level public health specialist position and a part time customer service representative to support administrative functions.
2. Existing health department staff will subsume Deputy Director responsibilities in this reorganization, and in the process will increase the depth of public health management skills with the department.
3. Create a cost savings, albeit modest.

The work that the deputy completes for the department is necessary work. Our organization is such that we don't use duplicative staff to complete duties, so there isn't anyone else who has been working with the deputy director who can automatically assume this role. The Department also strives to use staff at the fullest extent of their professional expertise. For example, the

Department's Medical Director position is structured so that professional skills of a physician are not lost to administrative matters that staff at a lesser pay level can complete.

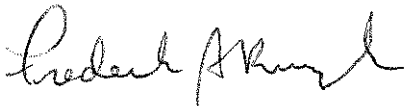
For this reason, the most practical and cost efficient resolution to how to complete the duties of the deputy position is to expand the duties of two qualified individuals currently on staff rather than continue the deputy position. This also serves the benefit of developing staff to handle the administration of Department matters and oversight of public health programs. To create the capacity of these two staff to complete the additional duties assigned with the elimination of the deputy position, the department seeks to create a public health specialist II position.

The part time customer service representative position that we desire to fill with the savings generated by this reorganization is necessary to complete clerical and receptionist duties. This 20 hour position was part of our staffing complement until we needed to abandon it in our FY 02 budget to meet appropriation levels. Among other duties associated with growing services, the position will enable us to complete new evening clinical duties without having to pay overtime.

Enclosed is a job description for a proposed public health administrator position that expands the duties of the public health preparedness and environmental health administrator position. Also enclosed is the proposed organizational chart and a spreadsheet that details the costs and savings of these changes.

Please feel free to call me at any time if you have any questions on this matter.

Sincerely,



Frederick A. Rusczech, MPH
Public Health Director

cc: Sean Thomas, Mayoral Assistant

7

City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

“Amending Sections 33.024, 33.025 & 33.026 (Relating to the Reorganization of the Health Department) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Abolish Deputy Public Health Director
Establish Public Health Administrator

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Abolish Deputy Public Health Director, Grade 25
Establish Public Health Administrator, Grade 24, exempt
Reclassify (1) Public Health Specialist III, Grade 21 to Public Health
Administrator, Grade 24

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Abolish Deputy Public Health Director, Class Code 7107
Establish Public Health Administrator, Class Code 7114

This Ordinance shall take effect upon its passage and all Ordinances or parts of
Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Public Health Preparedness Administrator
Class Code Number	7119-23-24

General Statement of Duties

Establish strategic leadership, direction, coordination and assessment of activities pertaining to bio-terrorism, infectious *and chronic* disease outbreaks and other public health threats and emergencies. Plans, directs, coordinates and supervises all ~~environmental~~ public health activities as assigned, to the Manchester Health Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure that all ~~environmental~~ *public* health concerns are addressed according to professional standards and that ~~environmental~~ laws are enforced. The work is performed under the supervision and direction of the Public Health Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees within a major division, or divisions within the Department the classes of Environmental Health Specialist I and II, Public Health Specialist I and II. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials, business owners or managers, other City employees and the public.. The principal duties of this class are performed both indoors and outdoors, often in hazardous situations.

Examples of Essential Work (illustrative only)

- ~~Assess public health system capacities by conducting an integrated assessment of public health and legal system capacities;~~
- ~~Assist in the development of a statewide emergency response plan including mutual aid agreements, and the provision for regular exercises to test response proficiency;~~

- ~~Develop a city/regional plan to respond to acts of bio-terrorism, infectious disease outbreaks and other public health threats and emergencies;~~
- ~~Coordinate with federal response assets to develop a plan to receive and manage items from the National Pharmaceutical Stockpile;~~
- ~~Maintain~~ Develop a formal system to receive and evaluate urgent disease reports from all parts of the state and city on a 24 hour per day, 7 day per week basis;
- Rapidly and effectively investigate and respond to a potential terrorist event, **or other public health threat**, as evidenced by ongoing response to naturally occurring individual cases of urgent public health importance;
- ~~Develop and implement a jurisdiction wide program to provide rapid and effective laboratory services by assisting the State Public Health Laboratory in improving relationships with clinical laboratories in Manchester and establish operational relationships with the Manchester Fire and Police Departments to provide laboratory support;~~
- Plan **Coordinate** a Health Alert Network that provides a 24/7 flow of critical health information among hospital emergency departments, state and local health departments, City agencies and others;
- Ensure ongoing protection of critical data and secure exchange of information by assessing and developing policies and procedures for protection of critical information and continuity of operations;
- Provide needed health/risk information to the public and key partners during a terrorism event or other public health emergency;
- Deliver appropriate education and training to key public health professionals, infectious disease specialists, emergency department personnel and other health care providers;
- Plans, directs, coordinates and supervises **public environmental health activities involving multiple programs;**
- ~~Performs environmental health, industrial hygiene, sanitary, disease control and epidemiological inspections;~~
- ~~Investigates complaints and inspection problems resolving them via standards, regulations and policies;~~
- Initiates and reviews inspection **public health** reports, **including communicable and chronic disease studies;**
- Initiates enforcement proceedings and testifies at legal proceedings;
- Reviews and authorizes issuance of permits and licenses;
- ~~Reviews and approves complex septic system plans;~~
- ~~Performs environmental health specialist duties as needed;~~
- Evaluates and recommends public health standards and legislation;
- Advises governmental, community organizations and individuals on environmental health, technical standards and departmental services;
- Plans and conducts professional level environmental and public health education training programs;
- Performs supervisory and personnel tasks relating to the division;
- Prepares, analyzes, reviews and critiques reports, records, correspondence, statistical data and related records;
- Assumes responsibilities of the Public Health Director as needed;

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.
- *Plans, develops and coordinates public health policies and procedures;*
- *Coordinates all aspects of the Public Health Improvement/Community Assessment Division;*
- *Coordinates all Federal and other grant programs of the Department;*
- *Confers with Department staff to track implementation of policies and make specific recommendations and suggestions on Division or Departmental operations;*
- *Coordinates various committees relating to community health issues, including the "Healthy Manchester Coordinating Council;*
- *Develops interventions to meet community needs, including creating evaluation methods to assess progress of interventions;*
- *Collects and organizes data to identify community health needs;*
- *Conducts studies and surveys to assess community health needs;*
- *Organizes community support for public health activities;*
- *Performs special projects for the Public Health Director as requested;*
- *Serves as the Public Health Director during an absence;*

Required Knowledge, Skills and Abilities (at time of appointment)
--

- Comprehensive knowledge of the practices, principles and methods of environmental and public health administration;
- Thorough knowledge of environmental *public* health practices, bioterrorism and industrial hygiene *disease prevention* principles;
- Thorough knowledge of epidemiology, communicable diseases control, and insect vector control practices;
- Thorough knowledge of applicable Federal, State and Municipal laws and regulations related to environmental and public health;
- ~~Thorough knowledge of and ability to complete complex septic system design and inspection reviews;~~
- ~~Thorough knowledge of hygiene matters and indoor air quality issues;~~
- Thorough knowledge of supervisory practices and techniques;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- *Thorough knowledge of disease control programs;*
- *Thorough knowledge of preventative initiatives in public health areas;*
- *Thorough knowledge of current principles and practices of public administration;*
- *Thorough knowledge of budgetary principles within a municipality;*
- *Thorough knowledge of public/media relations principles;*
- *Ability to provide administrative direction within a municipal Department;*
- Ability to analyze ~~environmental~~ *public health* situations, to interpret findings in relation to public health, and to recommend effective and appropriate measures of control of environmental hazards;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Some knowledge of labor relations, public relations, and budget activities;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in ~~Environmental Sciences~~, Public Health or a closely related field; and
- Considerable experience in public or environmental health work, including ~~some~~ supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- ~~New Hampshire Designer of Subsurface Disposal System License;~~
- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

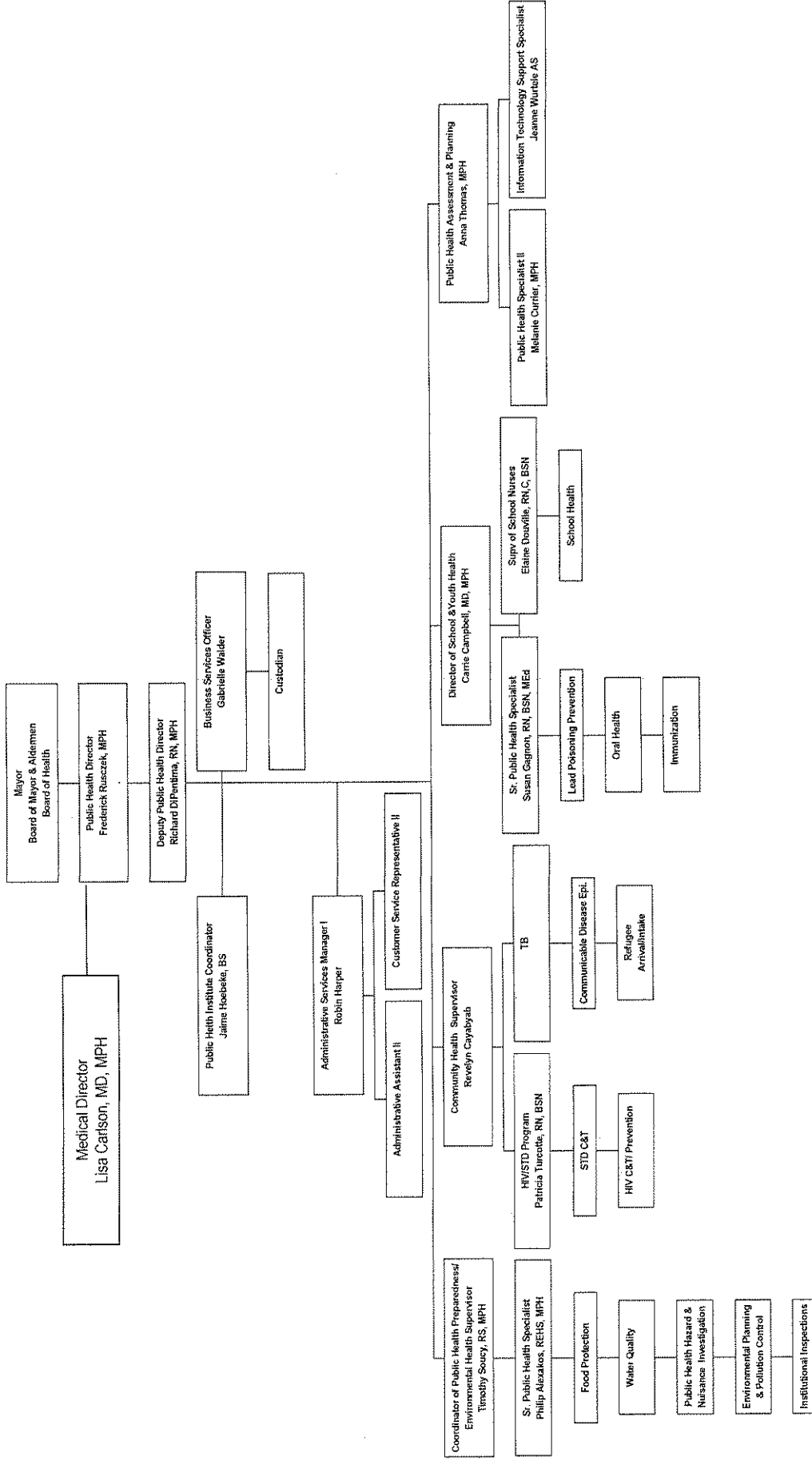
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to function in review a wide variety of material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in have access to various work sites throughout the City.

Approved by: BMA Date: 11/19/02

Date Established: 11/19/02

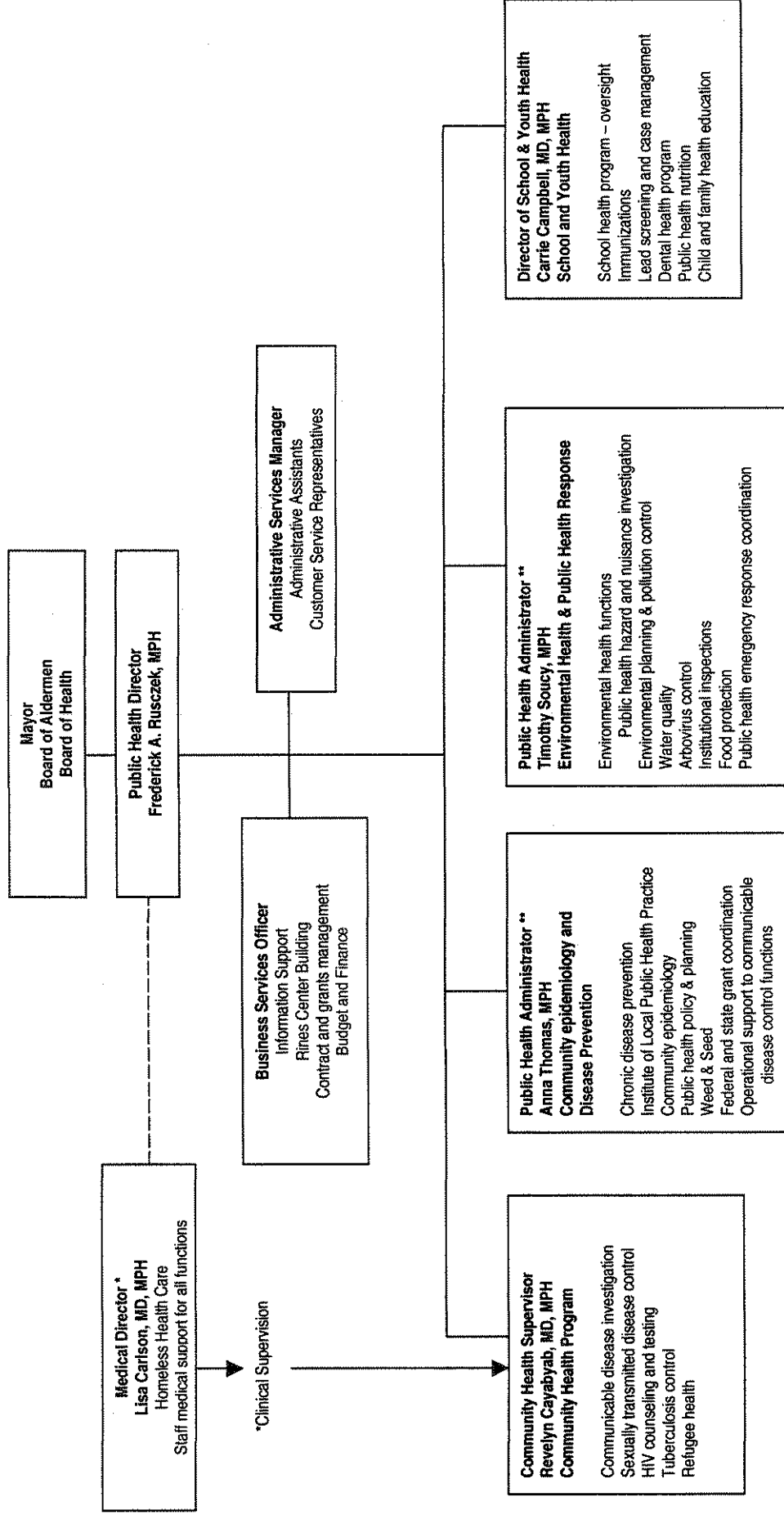
Current org. chart

Manchester Health Department Program Organizational Chart



Proposed Chart

MANCHESTER HEALTH DEPARTMENT ORGANIZATIONAL CHART



**** Public Health Administrator additional responsibilities**
Administrative backup to Department Director
Examples: Board of Mayor and Aldermen/City Meetings
Negotiations
Budget (policy decisions when Director absent)

7

FINANCIAL CONSIDERATIONS OF HEALTH DEPARTMENT RESTRUCTURING

Elimination of Deputy Public Health Director Position

Resultant Savings:

Approximate FY 05 Salary and benefits for deputy position	<u>\$111,000</u>
---	------------------

New costs:

- | | | |
|----|---|----------|
| 1. | Upgrade two senior staff to new public health administrator classification (salary and benefits): | \$21,408 |
| 2. | New positions | |
| | .5 FTE customer service representative | \$23,332 |
| | Public health specialist II | 42,700 |
| | (benefits @ 35 %) | 14,945 |
| | | \$57,645 |

Total New Costs	<u>\$0</u>
-----------------	------------

Net Savings:	\$8,615
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CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk


Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Virginia Lamberton
Human Resources Director

From: 
Leo R. Bernier
City Clerk

Date: February 9, 2006

Re: Reorganization of the Management Structure of the Health Department

Please be advised that at the January 6, 2006 meeting of the Committee on Human Resources/Insurance, it was voted to table item 4 relating to the above-referenced request.

Chairman Gatsas requested that the Human Resources Department provide additional information regarding two scenarios as outlined in the enclosed copy of an excerpt of the minutes regarding this matter.

Please forward your response to the committee in care of this office.

Enclosure

Alderman Shea moved for discussion. Alderman Pinard duly seconded the motion. The motion carried.

Ms. Lamberton stated since I wrote this letter and it was sent to the City Clerk's office Tom Bowen asked me to change this one thing on the WTP Chief Operator class specification.

Chairman Gatsas asked do I have a motion?

Alderman Duval moved to approve the recommended updates for class specifications in the Water Works Department. Alderman Garrity duly seconded the motion. There being none opposed, the motion carried.

Chairman Gatsas asked Ms. Lamberton for item 4 relating to the Health Department request could you do two work ups so that we see them one that we would put in a new Deputy Director and what that salary range would start at...putting those two people in their flow charts as they are, what that is and a price work up.

Ms. Lamberton stated you mean if it was one or the other of those two people.

Chairman Gatsas stated it doesn't matter if we started somebody and just upgraded those two people at the levels we were talking about in today's situation and not putting in the part-time and the full-time specialist.

Alderman Duval stated I hold Mr. Ruscsek in the highest regard...I'm just concerned, I just want to make sure that the efficiencies that he's proposing we are indeed going to experience and that was the reason for the line of question. If indeed a department has worked diligently on trying to come up with ways to run their department more efficiently then I think we should applaud their efforts and I respect the questions asked by Alderman Shea as well and I just want to make sure that if indeed it results in a savings then we experience those savings.

Chairman Gatsas addressed item 7 of the agenda:

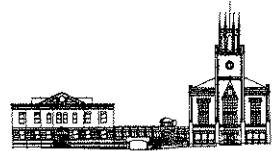
7. Communication from Leo Bernier, City Clerk, seeking recommendation to the full Board that the position of City Clerk be established at a Salary Grade 27, effective December 6, 2005.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



February 24, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Item 4, Additional Information

Dear Alderman Gatsas and Members of the Committee:

At the Human Resource and Insurance Committee meeting on February 6, 2006, additional financial information was requested for the Health Department Reorganization, Item 4.

I am attaching the information that the Committee requested. As you will note, there will be a minimal savings by replacing the Deputy and a larger savings if the proposed reorganization is approved.

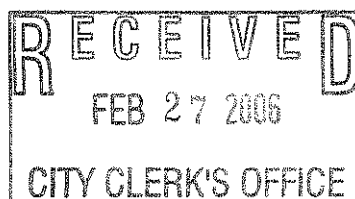
Please let me know if you need any additional information.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: HRIC Committee
Fred Rusczek, Director



Financial Considerations of Health Department Restructuring

Elimination of Deputy Public Health Director Position

Resultant Savings:

FY 06 Salary and benefits for deputy position:
(Richard DiPentima)

Salary	\$86,260
Benefits	\$25,572
Total Salary and Benefits	\$111,831

New costs:

1. Upgrade two senior staff to new public health administrator classification (salary and benefits):

	Current Salary	Current Benefits	Total Sal & Ben.	Proposed Salary	Salary Increase	Additional Benefits*
Staff impacted:						
Timothy Soucy	79,931	25,863	105,794	83,035	3,104	621
Anna Thomas	69,815	23,601	93,416	73,775	3,960	792

Total reclassification cost: \$8,476

2. New positions
.5 FTE customer service representative

Public health specialist II**	42,700	19,705	Salaries and benefits	\$62,405
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Notes: * Additional benefits calculated at 20 % of increase, since health and dental costs do not change with increase
** Public Health Specialist II Benefits are based on "worst case" scenario as detailed below:

PHS II benefits:

MT - \$11364.00
Dental - \$1238.99
Life - \$59.00
Disability - \$ 53.00
City Retire - \$3723.44
FICA - \$3266.55
Total - \$19704.98

Manchester Health Department

Review of Current and Proposed Organization Models

Current Deputy Model

Personnel:

1 Deputy Public Health Director

Personnel:

2 Public Health Administrators from upgrade of existing staff
1 Public Health Specialist II (new) replacement for deputy position
.5 FTE Admin Assistant currently covered by revenue from School District will revert to City Public Health & replaced for school program with school term .5 FTE customer service representative

Cost/Savings (FY 06 salary figures)

FY 06 Deputy Director Cost

\$ 111,831

\$8,476

Replacement cost:

Minimum salary & benefits to be above subordinate, per City Ordinance 33.051-

\$ 108,871

New positions

\$23,332

Deputy replacement savings (assumes level benefit cost)

\$ 2,960

~5 FTE customer service representative for school program; (reassign .5 FTE Admin Asst from school program to City)

\$57,645

~Public health specialist II

\$57,645

Total

\$89,453

Savings per year (over current budget)

\$22,378

(over replacement of deputy)

\$19,418

Positions:

Positions:

Does not require reclassification process and ordinance change

Creates greater depth in organization to handle public health issues from the expansion of duties for 2 senior managers; this depth will be necessary in the event of a flu pandemic, or other public health crisis.

Continues simple chain of command, and single backup for department head

Public health specialist II position picks up displaced work of public health administrator which further develops

Future considerations - Department will have one potential candidate for Department Head in the future

Future considerations - Department will have two fully prepared candidates for deputy director and/or director position



City of Manchester

Office of the Mayor
Hon. Frank C. Guinta

February 23, 2006

Human Resources & Insurance Committee
City Hall
One City Hall Plaza
Manchester, NH 03101

RE: Restructuring of Health Department following retirement of Deputy Director

Dear Chairman Gatsas:

I have reviewed the proposed restructuring of the Health Department following the retirement of its deputy director and support this reorganization as detailed below.

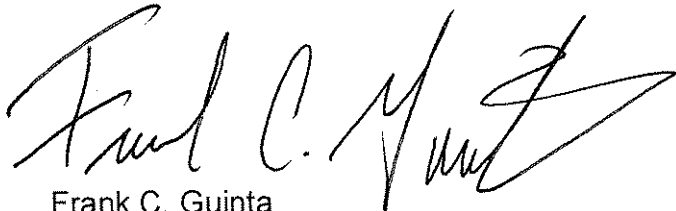
The proposed restructuring eliminates the deputy director position and reassigns duties, with a commensurate pay increase and reclassification, to two existing staff, as well as creates a lower level public health specialist position to pick up displaced duties. This will enable the Department to complete its public health work and will create greater depth within the organization to handle the City's public health issues. While I understand the reasons behind the Department's request to use some of the savings for a part time customer service representative, I do not support filling this support staff position at this time. My staff and I will continue to examine alternatives to address the Health Department's support staff needs in the FY 07 budget preparation.

As proposed, the Health Department reorganization will result in a savings of *at least* \$ 17,600 over the FY 06 budget for the deputy position. By holding the customer service representative position open at this time, the resultant savings will be over \$ 40,000. Most importantly, essential public health services will be continue to be provided to the City.

I therefore request that the Human Resources Committee act upon this matter as soon as possible and urge your approval of this important request.

If you have any further questions regarding this matter, I would be glad to assist the committee. Please contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank C. Guinta". The signature is stylized with a large, sweeping "F" and a long, horizontal stroke at the end.

Frank C. Guinta
Mayor

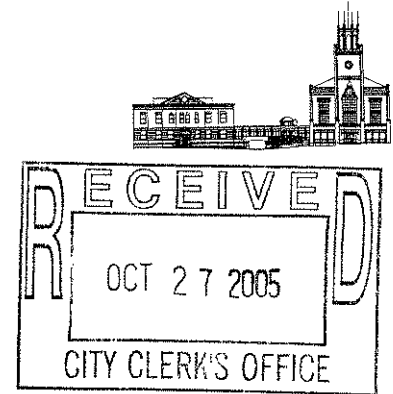


CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
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October 12, 2005



Alderman William Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Requests for New Classification and New Positions

Dear Alderman Shea and Members of the Committee:

On behalf of Tim Clougherty, Chief Facilities Manager, and Frank Thomas, Highway Director, I am requesting the establishment of a new class specification Painter, salary grade 13. In addition, I am requesting the establishment of two Painter positions.

Apparently years ago, the City had several painter positions. Those positions no longer exist. Due to the fact that there will be a need to maintain the new construction in the schools from the Design Build project, it has been determined that there will be a need to employ at least two full time Painters. Therefore, we have developed a new and updated class specification with the title of Painter. I am attaching a copy of the proposed class specification for your review and information. I am also attaching a copy of an updated organization chart for the Facilities Division. Funds are available in the Facilities budget to support these positions.

Your favorable approval of these requests would be greatly appreciated.

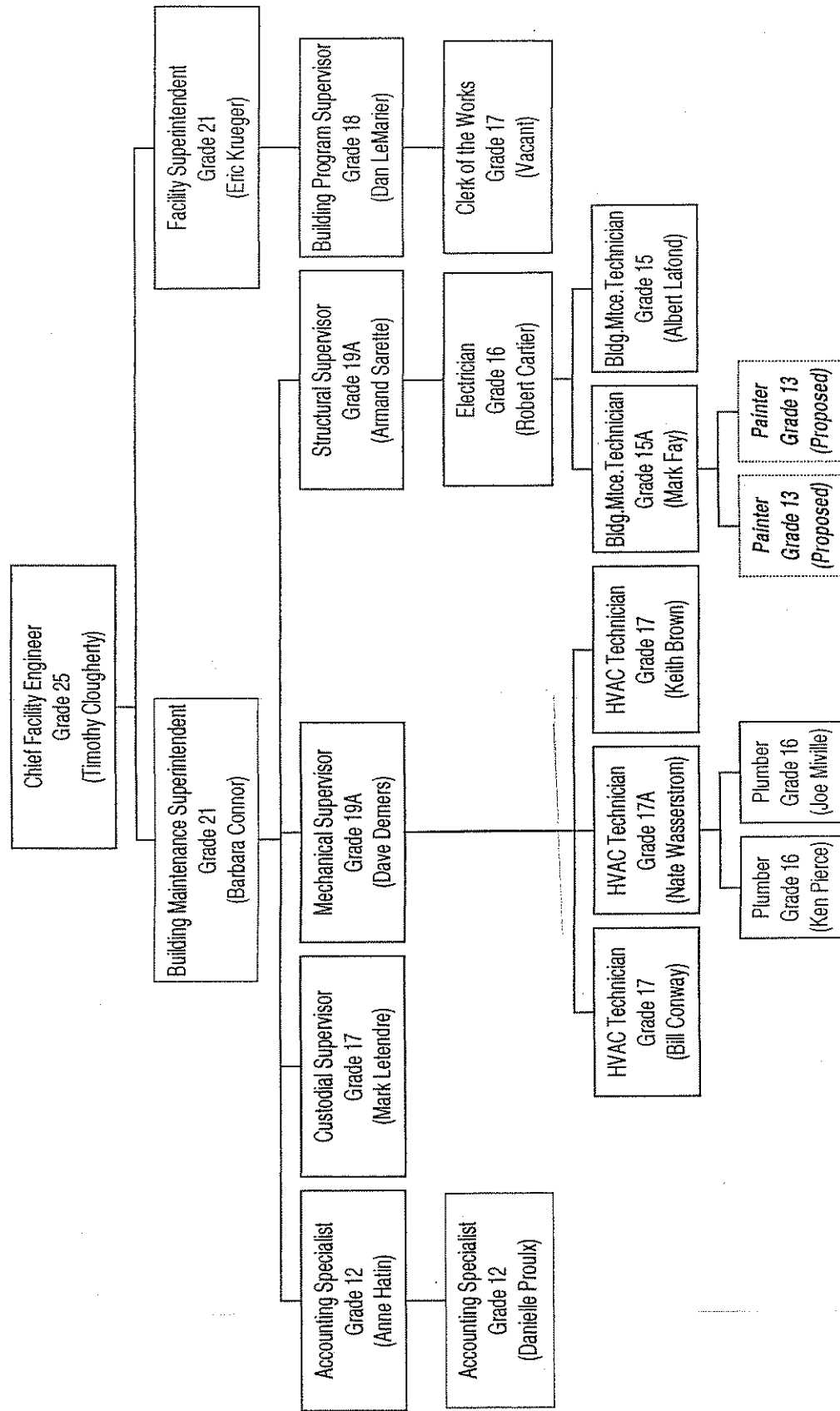
Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachments

Department of Highways

Facilities Division - Proposed New Job Classes



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City of Manchester
New Hampshire

five

In the year Two Thousand and

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Painter) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
s follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Painter

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Painter, Grade 13, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5234, Painter, (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

DRAFT



8

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Painter
Class Code Number	5234-13

General Statement of Duties

Performs a variety of skilled painting work on city-owned property and equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform various skilled painting work on municipal buildings. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in various indoor and outdoor work areas, with potential personal hazards.

Examples of Essential Work (illustrative only)

- Cleans and prepares materials to be painted by scraping, removing loose putty, filling cracks, removing broken glass;
- Paints the interior and exterior of buildings using brushes, spray guns, paint rollers or other painting tools;
- Repairs walls and ceilings;
- Applies sealant to exterior finishes and removes graffiti, applying chemical solvents as necessary;

- Paints rain gutters, signs and a variety of equipment;
- Varnishes and paints furniture;
- Mixes and matches paints;
- Orders and picks up supplies and other materials;
- Drives vehicles as required to complete tasks, transporting ladders and scaffolding;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge paints, varnishes, shellacs, fillers and graffiti removal chemicals;
- Thorough knowledge of methods, techniques, equipment, tools and materials used in painting practices;
- Thorough knowledge of brush and spray painting;
- Good knowledge of wall and ceiling repair;
- Good knowledge of safety practices used in painting and maintenance functions;
- Ability to work from ladders and scaffolding;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Three years experience as a professional painter or as a journeyman painter.

**Required Special Qualifications**

- Valid New Hampshire's Drivers License;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor and repair HVAC systems;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work on and set up staging, ladders or other devices to safely work above ground level and access equipment and to be able to stoop, kneel, crouch, stand, walk, push, climb and grasp repetitively.

Approved by: _____ Date: _____